

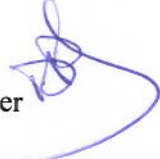


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MALI

Memorandum

DATE: February 12, 2015

FROM: Debbie Jackson, Supervisory Executive Officer 

SUBJECT: Vacant Position: USAID/Mali Project Management Specialist (Mission Environmental Specialist/Environmental Compliance Specialist (MES/ECS))

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, February 16, 2015 to Monday, March 2, 2015**
(5:00 pm Bamako time)

GRADE LEVEL: **FSN PSC-11 (FCFA 14,434,295 to FCFA 22,373,159)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: **One (1) Vacancy**

The U.S. Agency for International Development is seeking one individual as Project Management Specialist, Mission Environmental Specialist/Environmental Compliance Specialist (MES/ECS) for its AEG Office.

Basic Function of Position

The Mission Environmental Specialist (MES) is a member of the Accelerated Economic Growth (AEG) Team. Under the supervision of the AEG Agriculture Development Officer and the guidance of the Supervisory Program Officer, the incumbent will provide technical assistance and activity management to the AEG team on global climate change (GCC) and natural resource management interventions, while ensuring Mission compliance with USAID's Environmental Procedures, including 22 CFR 216 requirements, for all USAID-funded activities for the entire bilateral portfolio.

Major Duties and Responsibilities

A. Environmental Related Project Management 60%

The MES will lead the AEG team's management and implementation of its GCC Presidential Initiative program and contribute to AEG's overall portfolio management. The MES, under the supervision of the AEG Team Lead, will manage the team's approximately \$3 million per year GCC adaptation project that will be composed of various implementing mechanisms. The first is an 18 month mechanism for the promotion of climate change information and soil and water conservation strategies in areas of cereals production (\$2.2 million). The second is the principle contract, Mali Adapt (\$15 million). The third is a program supporting Mali's Weather Advisory Service (\$500,000). He/she will serve as the Contracting Officer Representative (COR) or Assistance Officer Representative (AOR) for select mechanisms and provide oversight on others to ensure that all activities are coordinated to achieve higher-level GCC goals. As project manager, he/she will provide technical advice to the AEG Team Lead on how to ensure GCC coordination and complementarity with other agriculture, rural development and other Mission strategic priorities.

He/she will be the AEG Team's primary liaison and participant in environment working groups with the Government of Mali (GOM) and other donors, ensuring that USAID programming contributes to the Malian Government's long-term environmental and economic growth objectives.



B. Environmental Compliance related Project Management 40%

While responsible for the achievement of the above, the incumbent will also serve as the Mission's environmental compliance Specialist, leading the application of US environmental regulations, namely 22 CFR 216 and ADS Chapter 204 Environmental Procedures, across all Mission programs. Under the direction of the Supervisory Program Officer, he/she will serve as a member on every Mission Development Objective (DO) team providing expertise on environmental compliance, mitigating measures and how to incorporate them into activity design. The incumbent will ensure that Contracting Officer Representatives (COR), Assistance Officer Representatives (AOR), and Project Managers monitor and guide DO team portfolios to ensure that every Mission intervention has an approved and operational 22 CFR 216 document in place.

The incumbent will exclusively receive direction and advice on all environmental compliance efforts by the Supervisory Program Officer in Bamako, Mali and the Regional Environmental Officer in Accra, Ghana, but is ultimately supervised by AEG Team Lead. S/he also manages the Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP) for the AEG team.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;
2. A graduate degree in environmental protection or Natural Resource Management related field is required.
3. A minimum of five years of progressively more responsible experience managing and implementing programs related to Environment/Natural Resources Management or to Agricultural/NRM, including Global Climate Change required. Previous experience working with representatives of the donor community is an advantage. Past experience working with USG programs, other donor-funded programs, and/or with PVOs and local NGOs would be very advantageous.
4. Proficiency both in oral and written communication Level IV English and French ability (Fluent) is required.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

Qualifications Required:

- a. Education: A graduate degree in environmental protection or Natural Resource Management related field is required. (20%)
- b. Prior Work Experience: A minimum of five years of progressively more responsible experience managing and implementing programs related to Environment/Natural Resources Management or to Agricultural/NRM, including Global Climate Change required. Previous experience working with representatives of the donor community is an advantage. Past experience working with USG programs, other donor-funded programs, and/or with PVOs and local NGOs would be very advantageous. (25%)
- c. Language Proficiency: Proficiency both in oral and written communication Level IV English and French ability (Fluent) is required. (15%)
- d. Job Knowledge:
 - A good knowledge of Global Climate Change or natural resources management issues in Mali.
 - A good knowledge of Agriculture/Natural Resources Management linkages for a sustainable production.



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- Knowledge of program management.
- Knowledge of Environmental Impacts Assessment from projects or activities to be implemented.

e. Skills and Abilities:

- Ability to understand and analyze related portfolio technical issues based on reading, discussion and observation in order to provide written and oral recommendations, options and strategies.
 - Ability to represent USAID in discussion and policy dialogue with government and donor stakeholders.
 - Ability to compile, analyze, and present AEG data in a variety of formats (charts, graphs, etc.).
 - Ability to conduct administrative, technical, and financial management of large-scale technical programs.
 - Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner.
 - Ability to deal with various program management and implementation issues.
 - Ability to take initiative and manage time effectively to achieve results while working in a team context.
 - Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, PowerPoint).
- (20%)

Maximum Evaluation Score 100 points

Position Elements

- a. Supervision Received: The Mission Environment Specialist (MES) will work under the supervision of the AEG Agriculture Economic Growth Officer, but receives guidance and oversight exclusively from the Supervisory Program Officer on Mission-wide environmental compliance. He/she, however, will be expected to take leadership and initiative of the GCC project, serving as the project team lead.
- b. Supervision Exercised: No formal supervision of employees, but the MES will guide and advise all team members under the GCC project, as well as the Deputy Environmental Compliance Specialist (D/ECS).
- c. Available Guidelines: Considerable discretion and latitude for interpretation is possible within the AEG Development Objective and USAID/Mali's Mission Orders. Overall Agency guidance is available in the Automated Directives System (ADS) which continues to be updated, and applied world-wide to policy, practices, and procedures in the management of USAID programs.
- d. Exercise of Judgment: Must demonstrate ability to make sound judgments and take responsibility for representing the USAID Mission and on occasion the U.S. Embassy in front of the host Government, donors, and partners.
- e. Authority to Make Commitments: Limited to program and project issues of a non-financial nature.
- f. Nature, Level, and Purpose of Contacts: The MES is expected to lead U.S. Government involvement with the relevant ministries involved in implementation of GCC programs. He/she will liaise extensively with other bilateral and multilateral donors, PVO/NGOs, and civil society working in the range of related sectors.
- g. Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.



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TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Project Management Specialist (Mission Environmental Specialist/Environmental Compliance Specialist (MES/ECS) position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: <http://www.usaid.gov/mali/partnership-opportunities/local-vacancy> or <http://mali.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION IS: March 2, 2015 at 5:00pm

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.